



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

August 22, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS MANAGEMENT APPOINTMENT OF NEW HIRE EXCEEDING CONTROL POINT

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the attached Executive Office of the Board of Supervisors' request to appoint Lawrence D. Crocker, III to the position of Chief, Civil Service Commission and Employee Relations Commission with a salary of \$8,989.92 monthly and/or \$107,879 annually. Mr. Crocker does not currently work for the County of Los Angeles. The requested salary is below his current salary and would place Mr. Crocker within MAPP Tier I, R9 salary structure and would be above the Control Point.

Mr. Crocker will fill a budgeted and vacant Chief, Civil Service Commission and Employee Relations Commission position and will be responsible for the Executive Office of the Board of Supervisors, Civil Service Commission. This position acts as liaison between the Commission and the Board of Supervisors, advocates and County departments and therefore cannot be left vacant. The Board had assigned someone temporarily on February 1, 2007.

The Chief, Civil Service Commission will be responsible for managing staff that provides research and administrative support to the Commission. Under the direction of the Chief, Civil Service Commission, the support staff will provide appellants and advocates with information pertaining to the filing of Civil Service appeals; prepare meeting agendas, receive and process appeals; send notice of hearings and meetings to participants; obtain hearing transcripts; keep records of the Commission and other duties related to the function of the Commission.

Each Supervisor
August 22, 2007
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As the Chief, Civil Service Commission, Mr. Crocker will provide oversight to the Commission's staff and operations as well as provide vital advice to the Commission. He will implement policies; provide the Commission with historical practice and case precedent; and assist the Commission in complying with Civil Service Rules, Procedural Rules and the Ralph M. Brown Act. He will provide training and be responsible for evaluating hearing officers.

Mr. Crocker recently retired from the Federal Energy Regulatory Commission located in Washington, D.C. He was the Special Counsel to the Executive Director and provided legal advice to the Executive Director on all aspects of the administrative operations of the agency. He managed the ethics programs of the agency by investigating allegations of misconduct and trained employees on ethics standards. He has experience negotiating collective bargaining agreements on behalf of agencies and interfaced with representatives of several unions including Teamsters and the American Federation of State, County, and Municipal Employees.

Based upon the information provided by the Department, we recommend approval of this request. Unless otherwise instructed by September 4, 2007, we will authorize the Department to proceed with this appointment.

Please let me know if you have any questions, or your staff may contact Lisa Nuñez at (213) 974-1163.

WTF:LN:SK
VIC:dc

Attachment

c: Executive Office of the Board of Supervisors

BOS MAPP Request-L D Crocker III.bm



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAIN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

GLORIA MOLINA

YVONNE B. BURKE

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

August 9, 2007

TO: William T Fujioka
Chief Executive Officer

FROM: Sachi A. Hamai
Executive Officer

SUBJECT: REQUEST TO HIRE – LAWRENCE D. CROCKER, III

We are requesting authorization to hire Lawrence D. Crocker, III to the position of Chief, Civil Service Commission and Employee Relations Commission (UC), item number 1113A, at the monthly rate of \$8989.92, Range 9, in the Civil Service Commission, effective immediately. A copy of Mr. Crocker's resume is attached for your review.

BACKGROUND:

The current incumbent is a 120 day retiree temporarily responsible in assisting the Commission as the Chief until such time a fulltime permanent Chief is hired.

ORGANIZATION OVERVIEW:

The Civil Service Commission is a Charter-mandated body charged with acting as the appellate body for major disciplinary actions, discharges, reductions, suspensions in excess of five days, and discrimination complaints filed by County employees within the Civil Service System. The Commission also hears appeals of scored portions of promotional examinations. Additionally, the Civil Service Commission serves as the administrative appeals body for a number of cities that directly contract with the County for this service.

Under the direction of the Chief, Civil Service Commission, six full time positions support the Commission and provide appellants and advocates with information pertaining to the filing of Civil Service appeals, receive and process appeals, prepare the meeting agendas, prepare minutes and communications, keep the records of the Commission, provide copies of Commission records, send notice of hearings and meetings to participants, schedule hearings by Civil Service Hearing Officers, obtain hearing transcripts and numerous other duties relating to the functions of the Commission. The Commission staff is assigned to the Executive Office, Board of Supervisors.

ESSENTIAL JOB FUNCTIONS:

The Chief, Civil Service Commission manages the staff that provides administrative, research and support services to the Civil Service Commission. This responsibility requires the Chief, Civil Service Commission to apply a comprehensive knowledge of administrative laws and processes, the County's Civil Service Rules and rules of procedure, and techniques of public sector personnel management to effectively advise the Commission on relevant issues. Assignments also require this position to analyze and synthesize complex information, compile reports and make recommendations concerning issues relating to administrative law, Civil Service Rules, principals of personnel management and legislation. The incumbent makes presentations and works effectively with departments, commissioners, employee groups, civil service advocates and the Board of Supervisors.

The Chief, Civil Service Commission's duties include, but are not limited to, the following:

- ✦ Plans, organizes, assigns and evaluates the work of the support staff of the Civil Service Commission.
- ✦ Implements policies and directs the administrative, research, and support services of the Commission.
- ✦ Provides the Commission with information concerning the historical practice and case precedent with respect to Commission operations.
- ✦ Assists the Commission in complying with Civil Service Rules, Procedural Rules and the Ralph M. Brown Act.
- ✦ Serves as liaison between the Commission, County departments, advocates and the Board of Supervisors.
- ✦ Provides oversight, training and evaluation of hearing officers.
- ✦ Directs the scheduling of meetings for the Commission and assists in the conduct of meetings.
- ✦ Directs the preparation of agendas for the meetings of the Commission, the official communications of the Commission, the maintenance of records and the assembling of materials for presentation to the Commission.
- ✦ Performs research, prepares correspondence and drafts reports as directed by the Commission.
- ✦ Develops and maintains automated record keeping systems and administrative procedural manuals for the Commission.
- ✦ Manages contracts and maintains the list of hearing officers for the Commission.
- ✦ In cooperation with the Executive Office of the Board of Supervisors, obtains necessary space, services, supplies and staff to carry out the work of the Commission.

CRITICAL JOB FUNCTIONS:

The Chief, Civil Service Commission provides oversight to the Commission's staff and operations, as well as providing vital advice to the Commission. Further, the Chief is instrumental in ensuring appellants and County Departments are provided with a fair, efficient and effective process. Moreover, the Commissioners, rely on the advice of the Chief, to ensure their meetings and deliberations are conducted in a proper manner in accordance with relevant rules, laws and procedures.

William T Fujioka
August 9, 2007
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CRITICAL JOB FUNCTIONS: (continued)

The Chief, Civil Service Commission also acts as liaison between the Commission and the Board of Supervisors, advocates and County departments. The position provides critical information and advice to the Board Offices and to the parties on matters coming before the Commission.

IMPACT IF AUTHORIZATION IS DENIED:

If authorization is denied, staff, hearing officers, Commissioners and the Board of Supervisors will lack appropriate direction and advice to maintain a proper, effective and efficient appeals process. If the adversarial parties are deprived of the services of an effective Chief, the County's exposure to litigation would increase substantially.

FISCAL IMPACT:

The expenditure for this item will be financed out of the Board of Supervisors Executive Office's budget allocation.

If you have any questions, please let me know, or your staff may contact Ernie Gomez or Dorean Losoya at (213) 974-1421.

We appreciate your assistance with this matter.

SAH:dl

Attachment

c: Veronica Cox
Don Ashton
Ernie Gomez

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Lawrence D. Crocker, III

April 24, 2007

Executive Office – Board of Supervisors
500 West Temple Street, Room 383
Los Angeles, CA 90012
Attn: Sharon Robinson

Re: Executive Director, Civil Service Commission

Dear Ms. Robinson:

I am writing to apply for the above-referenced Executive Director position with the County of Los Angeles. I am a proven manager with over ten-years of experience.

As evidenced by the enclosed résumé, I have an extensive background in managing and directing the work of subordinates. On several occasions, I served as the Acting Executive Director for a municipal government agency. As the Executive Director, I was responsible for budget, personnel, and procurement matters impacting the agency. I have been responsible for taking, reviewing, and approving personnel actions at various levels of government. I have represented agencies in disciplinary, equal opportunity, and human rights matters. As the former Ethics Officer for the Federal Energy Regulatory Commission, I managed the ethics program of the agency by investigating allegations of misconduct and training employees on the standards of ethical conduct. I have negotiated collective bargaining agreements on behalf of agencies and interfaced with representatives of several unions including the Teamsters and the American Federation of State, County, and Municipal Employees. I am also a graduate of the Federal Executive Institute, the Federal Government's premier executive training institution. My duties as a manager have required my daily interaction with officials at the highest levels of the public and private sectors, including members of the U. S. Congress, state and city officials, and various commission members.

I am sure that my experience and knowledge have equipped me with the skills necessary to effectively serve as the Executive Director of the Civil Service Commission. I welcome the opportunity to discuss my qualifications with the appropriate officials.

Sincerely,



Lawrence D. Crocker, III

Enclosure

Lawrence D. Crocker, III

Announcement/Job Title: Executive Director, Civil Service Commission

PROFESSIONAL EXPERIENCE

Federal Energy Regulatory Commission
888 First Street, NE, Washington, D.C., 20426

9/2001 - Present

Special Counsel to the Executive Director

- Provide legal advice to the Executive Director on all aspects of the administrative operations of the agency.
- Advise on personnel, labor relations, procurement, information technology, and financial matters.
- At the direction of the Executive Director, meet with senior government officials in support of the agency's mission.

Salary:

Designated Agency Ethics Official (DAEO) (August 2004 - November 2006)

- Managed the General and Administrative Law section of the Office of the General Counsel, comprised of a staff of ten attorneys and five support staff.
- Provided legal advice and services to the agency's senior officials with respect to Equal Employment Opportunity statutes, the Administrative Procedure Act, Ethics in Government Act, as well as personnel and procurement laws.
- Supervised the representation of the agency in procurement and personnel matters before the Federal agencies and courts.
- Coordinated and directed the agency's ethics program.
- Reviewed financial disclosure reports, served as liaison with the U. S. Office of Government Ethics, and conducted annual ethics training for the agency's 1100+ employees.

Salary:

Legal Advisor to the Chairman (September 2001 - August 2004)

- Served as a member of former Chairman Pat Wood's personal staff.
- Advised on energy proceedings and policies, as well as all administrative matters.
- Routinely met with stakeholders on national energy policy issues, including members of Congress and state utility commissions.

Salary:

Council of the City of New Orleans
1300 Perdido Street, New Orleans, Louisiana 70112

1/1999 – 9/2001

- Served as the presiding official for the Council of the City of New Orleans in utility regulatory hearings regarding natural gas deregulation, consumer protection, and the proposed merger of Entergy, Inc. and Florida Power and Light, Co.
- Conducted pre-hearing conferences, issued procedural orders, and managed all aspects of a proceeding.

Independent consultant paid at the hourly rate of \$270.00.

Public Service Commission of the District of Columbia
1333 H Street, NW, Washington, D.C. 20005

7/1999 – 9/2001

Senior Attorney-Advisor

- Directed and managed the Commission's electric industry restructuring/retail choice proceeding.
- Advised the Commissioners on energy policy matters.
- Represented the agency in matters before the District of Columbia Court of Appeals and the Federal agencies.

Salary:

District of Columbia Public Schools
825 North Capitol Street, NE, Washington, D.C. 20002

5/1997 – 6/1999

General Counsel

- Subsequent to the United States Congress' takeover of the school system, served as the principal legal counsel and advisor to the District of Columbia school system, serving more than 70,000 students.
- Managed a staff of six attorneys and four support staff.
- Served as the Freedom of Information Act Officer, Ethics Officer, and as a member of the school system's collective bargaining committee, which interfaced with four unions representing the majority of the school system's 7,000 employees.
- Testified before Congress and the City Council in support of the school superintendent's reform initiatives and annual appropriations requests.
- Negotiated and reviewed all contracts for goods and services in order to ensure compliance with all local and Federal laws.
- Represented the school system in matters before the District of Columbia's Contract Appeals Board and Office of Employee Appeals.

Salary:

Public Service Commission of the District of Columbia
1333 H Street, NW, Washington, DC 20005

2/1990 - April 1997

Acting General Counsel

- Served as the Acting General Counsel for more than a year while the agency awaited the appointment of a new chairperson.
- Managed a staff of eleven attorneys and four support staff.
- Planned, organized, and directed the legal activities of the agency, and served as the agency's Public Information Officer and Freedom of Information Act Officer.
- Interacted on a daily-basis with high-level public/private attorneys and officials; directed the Commission's five-member Office of Securities, which licenses and regulates investment/advisors and securities brokers in the District of Columbia.
- On two occasions, served as the Acting Executive Director managing the day-to-day budgetary, administrative, and procurement operations of the 90+ employee agency.

Salary: _____

Deputy General Counsel

- Duties included supervising the day-to-day assignments of attorneys in the Office of the General Counsel.
- Served as the lead attorney or "Commission Agent" in all major proceedings.
- Presented oral argument before the District of Columbia Court of Appeals.

Attorney-Advisor

- Drafted orders and rulemakings for consideration and issuance by the Commission.
- Served as the Hearing Officer in matters involving disputes between consumers and the regulated utilities.
- Wrote the District of Columbia's gas pipeline safety legislation, and testified before the District of Columbia Council in support thereof.

Commonwealth of Massachusetts
Department of Public Utilities
100 Cambridge Street, Boston, MA 02202

3/1989 - 2/1990

Hearing Officer/Staff Attorney

- Presided over adjudicatory and investigative hearings involving utility rate, financing and natural gas pipeline "siting" cases.
- Investigated accidents involving injury to utility company personnel and/or the public.

Salary: _____

PROFESSIONAL LICENSE

District of Columbia Bar – Active

JOB-RELATED TRAINING

Federal Executive Institute, Program No. 244

Office of Personnel Management

Charlottesville, VA

Certificate – Leadership for a Democratic Society

11/1998

Program consists of intensive executive leadership training focusing on:
(1) leadership in government; (2) transforming government organizations; (3)
global context and executive action; and, (4) policy in a constitutional system.
Completed elective courses entitled "Washington Politics" and "Media: Managing
Communication in the Public Sector."

Institute of Public Utilities

11/1996

Michigan State University

Washington, DC

Seminar: Antitrust, Merger Guidelines, and Regulation of Utility Consolidation

National Institute for Trial Advocacy

Chapel Hill, NC

Certificate

5/1990

Two-week program focusing on trial and advocacy skills.

EDUCATION

Howard University School of Law

Washington, DC

Juris Doctor

5/1986

Washington & Lee University

Lexington, VA

Bachelor of Arts - Religion

6/1978

SPECIAL SKILLS, ACCOMPLISHMENTS, AND AWARDS

- > Recipient of the "Exemplar of Public Service" award.
- > Top 7% of the law school class (ranked 11th out of 155 graduates).
- > Law school "Trustee Scholarship" recipient.
- > Authored a law review article entitled "Custodial Interrogation," published in the *District of Columbia Court of Appeals Project, 28.1 How. L.J. (1985)*.
- > Served as a faculty member for the District of Columbia Bar's Continuing Legal Education Mandatory Course lecturing on administrative procedures.